

## Creating A Visiting Plan

1. To create a Visiting Plan, from your desktop go up to Create>Casework. This will open the Create Casework page. On the left side select Visiting Plan from the drop down values under Planning. Select the family and the case participant to which the plan applies too. Click on the Create button.
2. Shown below is the forms page for the Visiting Plan. The General Information Box will pre-fill with Case Name, the Category, and the type of Document.
3. Click on the Options field to access the Text form of the Visiting Plan and click go. This will bring the document up in a printable version.

4. Shown below is a screen shot of a portion of the Visiting Plan. Only the child who is subject to this plan will pre-fill. The rest of this document is user entered fields. When completed, make sure to 'Close and Return to eWiSACWIS'. This will bring you back to the forms page. Click Save and Close to return to the desktop.

Microsoft Word - 9221152.0.rtf

File View Window

Spell Check Copy From Bookmarks Close and Return to eWISACWIS

Normal Times New Roman 12 B I U

1 2 3 4 5 6 7

VISITING PLAN

This is a [ ] Visitation Plan.

Approximate Dates Effective: [ ] to [ ]

1. Child's Name: Ashley Ash

2. Visits with whom? [ ]

3. Others who have visited; relationship to child: [ ], [ ]

4. Visit Purposes:

\* to learn and practice skills to meet the following case goals

1. [ ]

2. [ ]

3. [ ]

4. [ ]

Page 1 Sec 1 1/2 At 1.7" Ln 4 Col 11 REC TRK EXT OVR WPH